



Glen Oaks
Community College
Student Worker
Handbook

SUPERVISOR

Glen Oaks Community College Student Employment Mission:

To provide employment services to GOCC students and college departments in an effort to further the students' work experiences and educations, provide financial assistance, and allow for increased productivity of college operations.

The Goals of the Student Employment Program are to:

Train students for their future as productive citizens, providing a foundation for effective and ethical service to others.

Provide a qualified, dependable, motivated workforce for college employers.

Assist students in earning money to finance their education.

Help students refine their unique talents and explore their career options.

GOCC Student Worker Program

The GOCC Student Worker Program is a college supported student work program. Individual departmental offices are encouraged to hire students for employment based on departmental budgets.

The GOCC Student Worker Program provides valuable experiences to students both in and outside of their field of study. All student employee positions are vital to each department, and the student employee is expected to be

Personnel Files

It is a good idea to maintain a personnel file on each student and to document

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The student who does not carry out these responsibilities after sufficient warning by the supervisor will be terminated from their job. Supervisors must submit a Termination Request Form (Appendix D) to the Financial Aid Office, who will then communicate this to Human Resources prior to termination of the student's employment.

REASONS FOR TERMINATION MAY INCLUDE:

- 1.) Failure to report to work
- 2.) Failure to report to work at scheduled times
- 3.) Poor attitude and/or insubordination
- 4.) Failure or inability to perform the tasks required
- 5.) Repeated tardiness
- 6.) Falsification of time sheets
- 7.) Theft or embezzlement
- 8.) Destruction of College property
- 9.) Threat of use of physical force
- 10.) Any illegal activities conducted on College property, including alcohol or drug use.

Any of these actions may result in immediate termination of employment

*Termination Request form is available in the Financial Aid Office.

Fraud Policy and Procedures

Supervisors Responsibilities and Consequences: Departments that suspect students have intentionally submitted inaccurate timesheets should notify the Human Resources Department. The HR Department is responsible for investigating the possible extent of misrepresentation and the Financial Aid office will determine if there is an overpayment. If a determination is made that there has been an overpayment, Financial Aid Office will coordinate with the Business Office for repayment. The student will make restitution and be counseled by the Director of Financial Aid regarding loss of campus employment eligibility. Repeated problems with student timesheets in a given work area may result in that area's loss of privileges to hire student workers.

On-the-job injuries

All injuries that occur on the job must be reported to the student's supervisor immediately and subsequently reported to Human Resources.

Supervisor Responsibilities

Supervisors have the responsibility to:

1. Ensure that student timesheets accurately reflect hours worked.
2. Ensure that student timesheets are turned in to the Financial Aid Office on time.
3. Ensure that the hiring of student employees will not result in the replacement of permanent, full-time staff or the impairment of existing contracts for services.
4. Ensure that student employees are supervised at all times by full-time College staff and that all work performed by students is consistent with the purposes and intent of the Student Employment Program and within its regulations and guidelines.
5. Pay students only for hours actually worked, and not pay students for lunch, sick days, or other hours not actually worked.
6. Only allow Work Study employees to earn Work Study funds during the Work Study award periods listed on each students' contracts; unless otherwise informed.
7. Comply with all payroll department procedures including, but not limited to, the submission of all payroll forms.
8. Advise students on procedures to follow for reporting emergencies, accidents, problems or potential hazards in the work environment.
9. Submit appropriate termination paperwork (See Appendix D) for a student who is caught stealing, falsifying time sheets, releasing confidential information, or is suspended/withdrawn from school. The Supervisor will also need to notify the Financial Aid Office, the Dean of Students, and the Human Resources Department in these instances.

Appendix A

Acknowledgement please read and initial each statement below:

_____ **Setting Work Schedules:** I have read and understand that my student worker is not allowed to work during scheduled class times.

_____ **Completing & Submitting Timesheets:** I have read and understand that I am responsible for submitting the student workers time sheet.

_____ **Completing & Submitting Timesheets:** I have read and understand how to record hours worked on the timesheet and that all time sheets must be completed in ink.

_____ **Payroll Dates:** I have read and understand when time sheets are due.

_____ **Break and Meal Times:** I have read and understand the required break and meal times when my student is working.

_____ **Supervisor Responsibilities:** I have read and understand my responsibilities as a work study supervisor.

By signing below, I certify that I have read and understand the Student Worker Handbook.

Supervisor's Signature Printed Name Date

Please return to the Financial Aid Office